

Louisiana Behavior Analyst Board  
4334 S. Sherwood Forest Blvd., Suite C-150, Baton Rouge, LA 70816

**BOARD MEETING MINUTES: October 20, 2020**  
*Approved January 6, 2021*

**CERTIFICATION**

*In accordance with Proclamation JBE2020 – 30, Section 4, the Louisiana Behavior Analyst Board hereby certifies it would have been unable to operate due to quorum requirements and therefore held this board meeting via Zoom. The public was invited to access the first few minutes of the meeting before the board moved to Executive Session. The agenda and certification was posted in accordance with law and distributed to every known news media outlet that broadcasts or publishes news within Louisiana.*

The meeting of the Louisiana Behavior Analyst Board (Board) was noticed and called to order by Board Chair, Courtney Wright, at 9:05 a.m. on Wednesday, October 20, 2020 via Zoom. Participating were Board Members: Courtney Wright, Lloyd Boudloche, Jr., Renee Cole, Alfred Tuminello, Jr., Angela Murray, Joseph Tuminello, III, and Executive Director Rhonda Boe. Board member Calvin Cryer and Compliance Officer, Justin Owens were absent.

A motion was made by Mr. A. Tuminello to approve the agenda for the October 20, 2020 meeting. None opposed and the motion passed.

Pursuant to LSA R.S. 42:6.1(4), Ms. Wright moved to enter Executive Session at 9:06 a.m. for credential file reviews and other matters.

Ms. Wright closed executive session at 10:34 a.m.

**A public Zoom code was posted and available to the public on the board website on August 10, 2020 and open meeting began at 10:38 a.m. with Ms. Wright calling the meeting to order and members identifying themselves.**

Ms. Cole made a motion to approve the minutes from the September 22, 2020 meeting. None opposed and the motion passed.

The following was reported regarding the credential file reviews:

Licensure Applicants 10.20/A, 10.20/B, 10.20/C, 10.20/D, 10.20/E, and 10.20/F were reviewed and approved for licensure.

Licensure Applicant 10.20/G was reviewed and approved for licensure upon receipt of the last required original document.

Certificant Applicants 10.20/J was reviewed and approved for certification.

Certificant Applicant 10.20/H and 10.20/I were reviewed and approved for certification upon receipt of the last required original documents.

Certificant Applicant 8.20/L was reviewed and approved upon receipt of the original Proof of Supervision. (Applicant was previously ready for review; however, previous supervisor discontinued prior to review)

The status of other applicants reviewed are contained in the attached report by Rhonda Boe, Executive Director

A Consent Agreement and Order in reference to Complaint No. 2019-003B signed by the respondent was presented to the board. After review and discussion, Ms. Wright issued a Call to Question Vote to accept the Consent Agreement and Order. The vote was as follows: Murray-yay, Cole-yay, Boudloche-yay, J. Tuminello-yay, A. Tuminello-yay and Wright-yay. The Consent Agreement and Order was accepted and will be posted on the website with a note that board members will sign at the next in person board meeting.

A Consent Agreement and Order in reference to Complaint No. 2018-001C signed by the respondent was presented to the board. After review and discussion, Wright issued a Call to Question Vote to accept the Consent Agreement and Order. The vote was as follows: Murray-yay, Cole-yay, Boudloche-yay, J. Tuminello-yay, A. Tuminello-yay and Wright-yay. The Consent Agreement and Order was accepted and will be posted on the website with a note that board members will sign at the next in person board meeting.

In reference to Complaint No. 2019-003C, the suspended respondent sent the board a letter stating respondent would not be pursuing reinstatement of licensure.

#### Complaints Committee:

Ms. Boe presented the following report for Ellen Brocato, complaints coordinator:

- 1) A Consent Agreement was approved today by the board
- 2) Renotice with additional violations sent to respondent.
- 3) A Consent Agreement was approved today by the board.
- 4) A Consent Agreement is being negotiated.
- 5) A Consent Agreement is being negotiated.
- 6) A Consent agreement is being drafted for consideration.
- 7) Documents received and reviewed by committee. Committee will make decision on how to proceed.
- 8) New complaint received yesterday being reviewed.
- 9) Complaint involved Consent Agreement where LBA would voluntary lapse until completion of the terms of said agreement. Notice received from respondent indicating individual would not be seeking reinstatement of license. If LBA reconsiders and reapplies in the future, the terms of that agreement must still be met.

#### Finance Committee:

Ms. Boe presented the LSBEP invoice for September and told the board the postage amount was incorrect and would be corrected. Mr. A. Tuminello made a motion to pay the LSBEP September invoice when the postage amount is corrected. None opposed and the motion passed.

The Reconciliations for September were reviewed and a motion was made by Ms. Cole to approve. None opposed. The board reviewed the Balance Sheet, General Ledger, Monthly Profit and Loss and Profit & Loss Budget vs. Actual for September. Dr. Boudloche made a motion to

approve the full financials for September with no apparent discrepancies noted. None opposed and the motion passed.

The board reviewed the AUP report findings. No significant findings were noted.

The board reviewed a proposal from Certemy for licensure software. The board reviewed the different options and Dr. Boudloche made a motion to accept the contract for 5 years at \$10,472.00 per year. None opposed and the motion passed.

The board reviewed changes needed to the budget for FY 20/21. Ms. Boe will present the changes for approval at next month's meeting.

Jurisprudence Committee:

No new business

Legislative Committee:

No new business.

Policies and Procedures Committee:

The board reviewed Policy and Procedures for Sexual Harassment. Dr. Boudloche made a motion to approve the new Policy and Procedure. None opposed and the motion passed.

The board reviewed Policy and Procedures for Disaster Recovery. Mr. A. Tuminello made a motion to approve the new Policy and Procedure. None opposed and the motion passed.

Policy and Procedures will be drafted for Emergency Closures. Updated Policy and Procedures for Complaints is being drafted.

Continuing Education Committee:

The board reviewed the reporting form. After discussion, it was suggested in lieu of recording on the form each session at a conference the certificates must be attached. The option to list each separately or provide the certificates is a choice; however, listing all hours of a conference and not providing certificate (s) will likely result in an audit of all hours. Cole made a motion to change the reporting form as discussed. None opposed and the motion passed.

Supervision Oversight Committee:

The audits have been delayed due to Compliance Officer being out on medical leave.

Long Range Planning:

The board will review the updates to CE reporting by BACB and work on changing our Rules to align.

Discussion Items:

The call for nominations was issued by LBAB and LSBEP. The nominations will be opened and reviewed by Ms. Boe and LSBEP President, Scott Williamson. The election process will follow.

Executive Director Report:

Ms. Boe informed the board all her discussion topics were covered in the meeting.

Ms. Wright adjourned the meeting at 11:49 a.m.

Louisiana Behavior Analyst Board  
Credential Review Minutes  
October 20, 2020  
(Executive Session)

- 10.20/1 Ms. Cole moved to approve. None opposed.
- 10.20/2 Mr. A. Tuminello moved to approve and allow the applicant 3 months to provide the remaining documents or be revoked. None opposed.
- 10.20/4 Ms. Wright moved to approve. None opposed.
- 10.20/5 Mr. A. Tuminello moved to approve. None opposed.
- 10.20/6 Dr. Boudloche moved to approve. None opposed. Mr. A. Tuminello abstained.
- 10.20/7 Ms. Murray moved to approve. None opposed. Mr. A. Tuminello abstained.
- 10.20/8 Mr. A. Tuminello made a motion to deny due to the fact the charges were recent and the nature of the charges. None opposed.
- 10.20/9 Dr. Boudloche made a motion to approve. None opposed. Mr. A. Tuminello abstained.
- 10.20/10 Mr. A. Tuminello made a motion to approve if the results match exactly the information provided by applicant. None opposed.
- 10.20/11 Ms. Cole made a motion to approve. None opposed.
- 10.20/12 Ms. Cole made a motion to approve if the results match exactly the information provided by applicant. None opposed.

Individuals who report monthly or quarterly send their updates to Justin Owens, Compliance Officer. Mr. Owens is on medical leave. Mr. A. Tuminello made a motion to continue all those individuals without interruption until the next meeting. None opposed.